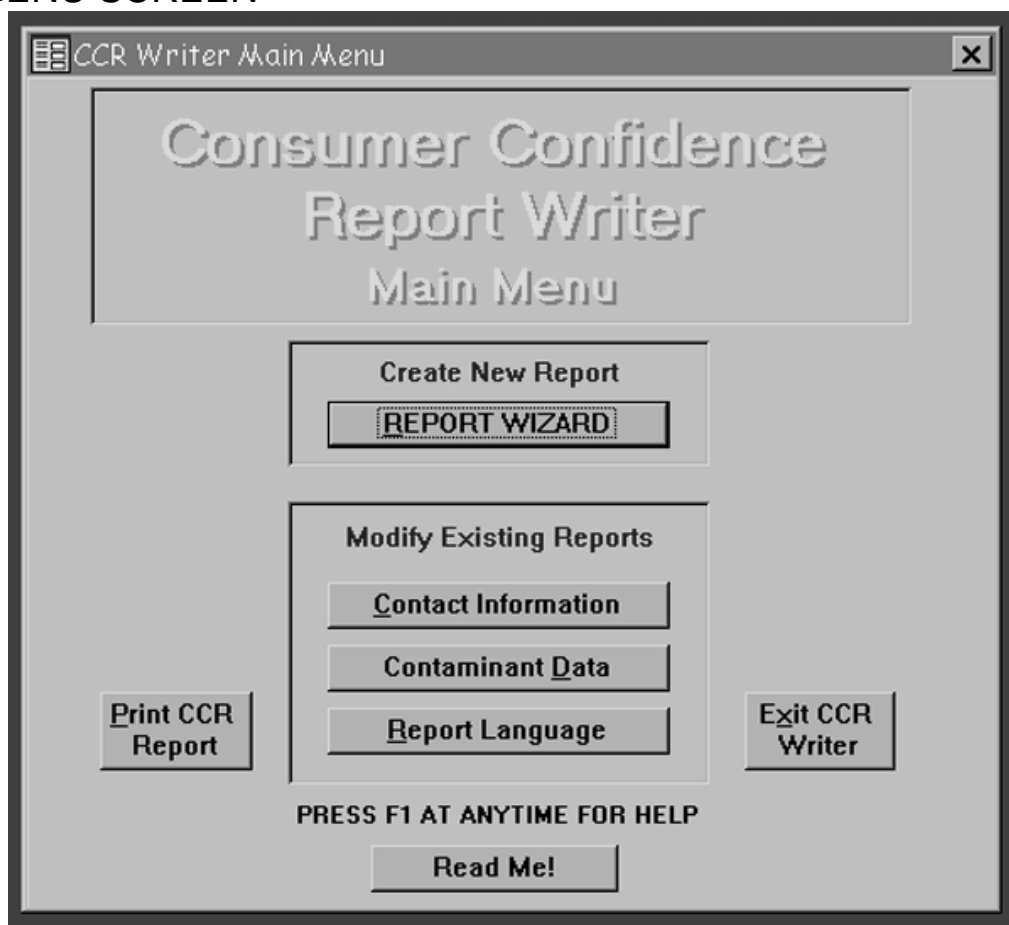


A brief overview of EPA's CCRWriter v1.5

MAIN MENU SCREEN



On the main menu screen, you can choose the Report Wizard, or go directly to any of the other main screens in CCRWriter. Select the **Report Wizard** to begin creating a consumer confidence report. Select any of the other buttons if you have already created part of a report and want to make changes to it. From this screen you can also go directly to the print menu to print an existing report.

The **Read Me!** button reminds users to consult EPA's [Preparing Your Drinking Water Consumer Confidence Report: Guidance for water suppliers](#) (EPA 816-R-99-002) and any applicable state guidance when creating a consumer confidence report.

PROJECT SELECTION SCREEN



The Project Selection screen provides a directory of all reports you have saved in CCRWriter. To create a new report, click on the **New Report** button. To modify an existing report, select the name of the report from the list of reports provided and click **Edit Report**. You can also delete saved reports on this screen, using the **Delete Report**.

Don't forget: CCRWriter has a built-in Help function. Press F1 at anytime to view the Help screens.

CONTACT INFORMATION SCREEN

CCR Writer Contact Information

CCR Writer
Contact Information

Water System Name: **(Required)**

Contact Name: **(Required)**

Address1:

Address2:

City:

State:

Zip Code:

Phone: **(Required)**

Fax:

E-mail Address:

Web Address (URL):

Report Title:

Next > **Exit this form**

On the Contact Information screen, enter your system-specific information. The water system name, contact name, and the system's phone number are required in order for the user to move to the next screen. Also, you should provide a title for your report on this screen.

Hit **Next >** to move to the next screen, where you will enter contaminant data.

CONTAMINANT DATA SCREEN

CCR Writer - Detection Data Form

CCR Writer
Contaminant Data

Contaminant: Nitrate [measured as Nitrogen] (Required)

If the samples were taken outside of the year of the report, check here: ☐ and enter sample date: 9/14/99 (mm/dd/yy)

Highest level reported to the state to determine compliance: 11 Units: ppm (Required)

Lowest Level Detected: 0 or if not detected check here ☐ Highest Level Detected: 0

Chemical Name: Nitrate [measured as Nitrogen]
Category: Inorganic Contaminants

MCL: 10 ppm
MCLG: 10 ppm

Potential Sources
Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits

Potential Human Health Effects
Infants below the age of six months who drink water containing nitrate in excess of the MCL could become seriously ill and, if untreated, may die. Symptoms include shortness of breath and blue-baby syndrome.

Additional Language:

Add Contaminant
Next Contaminant
Previous Contaminant
Delete Contaminant

1 of 1

PRESS F1 FOR HELP AT ANY TIME

< Back Finished > Exit this report

Select each contaminant you detected from the pulldown menu that you'll see when you click the arrow on the right side of the box labelled "Contaminant". If the monitoring for that contaminant was done before the year of the report, check the box and enter the date of the sample. This will be included in the table in your report.

Enter the highest contaminant level reported to the State to determine compliance, and ranges where applicable. Select the applicable unit of measure from the pulldown menu. CCRWriter will automatically convert these units to "CCR units."

You can modify the language provided for the potential sources of the contaminant to indicate the most likely source for your system. Enter the best information that you have. The health effects information will only be displayed if the data you've entered indicates that you violated the standard for that contaminant.

After you've entered all the correct information for one contaminant, click on **Add Contaminant**. Repeat the above process for each detected contaminant. CCR Writer will prompt you if required information (such as units) are missing.

To review the contaminants entered, click on **Previous Contaminant**. To move to the next screen after you have entered all contaminants, click on **Finished**.

REPORT LANGUAGE SCREEN

CCR Writer - Discretionary Language Form

CCR Writer Report Language

Language Categories

☒ General Information ☐ Results of voluntary monitoring ☐ Compliance with other rules

☐ Variance and Exemptions ☐ Foreign Language Notices ☐ Cryptosporidium monitoring results

☐ Radon

Prepare Voluntary Monitoring Report

Report Language Title:

Why are there contaminants in my drinking water?

Required Language:

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency (EPA) at 1-800-426-4761.

Suggested Language:

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity. Microbial contaminants, such as viruses and bacteria, that may come

Note: Click Insert EPA Suggested Text button to view, edit and include optional language in the final report.

Insert EPA Suggested Text

Previous Section 5 of 7 Next Section

< Back Finish Exit this form

Each of the buttons at the top of this screen contains a number of subheadings (listed below). All required text is included automatically. You will be able to enter information for as many of the subheadings as you need. For each section below marked with a star (★), EPA has provided a recommended explanation. To insert this explanation, click on the button marked **Insert EPA Suggested Text**. You can modify this text. Click on **Next Section** to tab through the fields within each "Language Category" section.

General Information

- Is my water safe? ★
- Do I need to take special precautions?
- Where does my water come from?
- Source water assessment and its availability.
- Why are there contaminants in my drinking water? ★
- How can I get involved?
- Other information

Variance and Exemption

- Explanation of reasons for variance/exemption.
- Date on which variance/exemption was issued.
- Brief status report on compliance with variance/exemption.
- Notice of opportunity for input into renewal/review.

Radon

- Results of radon monitoring ★

Cryptosporidium

- Summary of Cryptosporidium monitoring-results. ★

Results of voluntary monitoring

- Results of voluntary monitoring.

Foreign Language Notice

- Spanish (Espanol)
- French (Francais)

Compliance with other rules

- Monitoring and reporting violations.
- Surface water treatment rule filtration and disinfection violations. ★
- Lead & copper rule violations.
- Violations of treatment techniques for Acrylamide/Epichlorohydrin.
- Recordkeeping violations.
- Violations of terms of variance, exemption, or administrative or judicial order.

Click **Back** to return to the previous (Contaminant Data) screen.

Click **Finish** to move to the next screen for report output options.

Click **Exit** to return to the main menu.

OUTPUT OPTIONS SCREEN

The screenshot shows a software window titled "OUTPUT OPTIONS SCREEN". At the top is a menu bar with "File" and "Help". Below the menu bar is a toolbar with icons for a printer, a Microsoft Word document, and buttons labeled "Save As/Export...", and "Exit". The main area of the window is titled "SELECT REPORT..." and contains a list box with "Sampletown" selected. Below the list box is a text field labeled "Selected Report Title :" containing the text "Water Quality Report 1999". At the bottom of the window are two buttons: "Print" and "Exit this form".

Select the file name that you want to preview, then click **Print**. If you want to select an alternate paper size (such as legal size paper), you can do so by selecting "Page setup" under the File menu. You can also export your CCR report to Microsoft Word by clicking the **W** button. Then you can manipulate the layout within Microsoft Word. Alternatively, you can print the report directly from CCR Writer.

Clicking on **Exit this form** returns you to the main menu.